DOCUMENT RESUME

ED 175 394 IR 007 556

AUTHOR Nakata, Yuri
TITLE Local Documents Project. Final Report to the Illinois State Library, November 15, 1976 to May 15, 1978.
INSTITUTION Illinois Univ., Chicago. Chicago Circle Campus.
SPONS AGENCY Illinois State Library, Springfield.
PUB DATE 15 May 78
NOTE 32p.; Prepared in cooperation with the Illinois Regional Library Council

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Directories; Evaluation; Expenditures; *Libraries; *Library Acquisition; Library Collections; Library Services; *Local Government; *Manuals; Methods; *Projects; *Publications; Tables (Data)
IDENTIFIERS *Chicago

ABSTRACT

The project described in this report was designed to create an awareness of local documents on the part of libraries in the Chicago metropolitan area and to gather data on the scope of local document collections in area libraries. Through workshops and personal visits to libraries, the project reached 275 librarians, and, as a result of needs expressed at the workshops, two publications emerged: a manual on the collection and organization of local documents, and a directory of local libraries featuring the scope of local document collections. This overview of the project includes sections on methodology and evaluation, and four recommendations, as well as a list of the project staff and advisory committee members. Appendices contain the evaluation questionnaire and the financial report. (Author/JD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ILLINOIS REGIONAL LIBRARY COUNCIL

425 North Michigan Avenue Suite 1303 (312) 828 - 0928
Chicago, IL 60611 (312) 269 - 2993

ED175394

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

FINAL REPORT TO THE

ILLINOIS STATE LIBRARY

November 15, 1976 to May 15, 1978

LOCAL DOCUMENTS PROJECT

Institution:	Illinois Regional Library Council 425 North Michigan Avenue Chicago, Illinois 60611
Project Director:	Yuri Nakata Library University of Illinois Chicago Circle Chicago, Illinois 60680
Project Investigator:	Susan Smith
Project Title:	Local Documents Project
Grant Number:	LSCA 3, Project I FY 76
Grant Period:	November 15, 1976 to May 15, 1978
Amount of Grant:	$24,866.75

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Yuri Nakata

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IL800756

LOCAL DOCUMENTS PROJECT
Final Report
Grant: LSCA 3, Project I FY 76

Prepared by
Yuri Nakata, Project Director and
Susan Smith, Project Investigator

Covers activities from November 15, 1976 to May 15, 1978. The Local Documents Project was funded by an LSCA, Title I, Grant administered by the Illinois State Library and carried out by the Illinois Regional Library Council.

Local Documents Project
LSCA 3, Project I FY 76 - May 15, 1978

Yuri Nakata, Project Director
Susan Smith, Project Investigator

Illinois Regional Library Council
425 North Michigan Avenue
Chicago, Il., 60611

AUTHORS' ABSTRACT

Logical agencies to collect and service local government documents are the libraries within local areas. And yet, many libraries are not collecting this valuable information source because of the difficulties in acquiring, housing and organizing the materials for public use. This situation deprives citizens of public information about local governmental services and of the decision-making processes of government.

The purpose of the Local Documents Project was to create an awareness of local documents by librarians in the Chicago metropolitan area and to gather data on the scope of local documents collections in area libraries. Through workshops and personal visits to libraries, the Project reached 275 librarians. As a result of needs expressed at the workshops, two publications emerged: A manual on the collection and organization of local documents and a directory of local libraries featuring the scope of local documents collections.

In general, the Project was successful in meeting its objectives. The workshops were well received and the personal interaction of the Project Investigator with local librarians was viewed as ve y useful. Several libraries initiated local documents collections; others contemplate doing so in the future.

STAFF

Project Investigator: Susan Smith (resigned April 30, 1978)

Project Director: Yuri Nakata

Secretary: Kundry Berger (resigned May 31, 19/7)
Kathy Polacki (resigned April 30, 1978)

ADVISORY COMMITTEE

Joseph Benson, Chicago Transit Authority

Joyce Malden, Chicago Municipal Reference Library

Dorothy Rasmussen, Skokie Public Library

Betty Roizman, Governors State University (until Spring 1977)

Glenn Scharfenorth, DePaul University (chairman of the Standing Committee on Resources until 1977)

Janet Lyons, Illinois State Library, (state library liaison officer)

Beth Hamilton, Executive Director, Illinois Regional Library Council

CONTENTS

Introduction 1

The Project 2

Methodology 3

Evaluation 13

Conclusion and Discussion 17

Recommendations 20

Appendixes

A Directory (title page) 21

B Manual (title page) 22

C Evaluation questionnaire 23

D Financial Report 25

LIST OF TABLES

1 Public library quesionnaire results 8

2 Public library questionnaire results by system 9

3 Public library questionnaire results by county 10

4 Workshop evaluations 11

5 Workshop evaluation, March 4, 1977 12

INTRODUCTION

Sponsored by the Illinois Regional Library Council, which was founded in 1971 for the purpose of improving access to information by all residents of the Chicago metropolitan area, the Local Documents Project received a federal grant of $24,866 from LSCA (Library Services and Construction Act) Title I funds in the fall of 1976 for an eighteen-month project to stimulate the collecting and servicing of documents of local governmental units by local libraries.

There is general agreement among most librarians that public documents of all levels of government are important and vital sources of information. Yet, this large body of literature is not collected and serviced by many libraries. The documents of the local government are a most neglected area because of the difficulties involved in acquiring, housing and organizing the materials for public use. This situation deprives citizens of public information about local governmental services and of the decision-making processes of government. The term "local documents" refers to those materials issued by local governmental agencies and their sub-units, including municipalities, counties, townships, villages, special districts, school boards, and park districts. Typical types of local documents include the following: municipal code, building code, zoning ordinance, annual reports of agencies, financial reports, minutes and proceedings of boards and committees, and reports of committees and commissions. The problems of local documents are multifaceted, ranging from the publication and distribution of information by agencies to the acquisition, organization and servicing of documents by local libraries.

Many libraries are forced to collect local documents in a haphazard way. The collection process requires personal contacts with local agencies. Access to these materials through interlibrary loan is hampered by the lack of knowledge of who is collecting what. Selection and acquisition of local documents are complicated by the lack of bibliographic control. Organization of materials in libraries is made difficult by lack of a cataloging and classification scheme.

A combination of these difficulties forced libraries into a passive role in relation to the acquisition and servicing of local government documents. The growing awareness by librarians of public documents as an important information source, coupled with the citizens' movement to have a voice in local governmental decisions which affect the quality of their lives were signals for the library world to begin looking at solutions to the problems of dealing with local documents.

Illinois libraries have been in the forefront in recognizing the importance of government publications as a resource. The several workshops on federal government publications sponsored by the Illinois State Library have served as models for other states and regions. The literature cites Illinois librarians and the Illinois State Library in particular as leaders in the movement to focus on the problems of handling government publications. The purpose of the Local Documents Workshop held in December 1974, was to provide a general introduction to local documents and to encourage local libraries to take the responsibility for collecting and servicing these materials. Again, this workshop served as a model for a similar study conducted in Tennessee in the fall of 1975.[1]

THE PROJECT

As a follow-up of the activities listed above, and as a part of a goal to develop resources and to improve library services for all citizens of the Chicago metropolitan area,[2] the Local Documents Subcommittee of the Standing Committee on Resources of the IRLC proposed a project in the Spring of 1976 to consider some of the problems related to the collection of local documents. The Project was approved by the Board of IRLC and submitted to the Illinois State Library. A federal grant was received and the Project began operations on November 15, 1976, with an office at the Library, University of Illinois at Chicago Circle.

Two major goals of the Project were first, to raise the level of consciousness of librarians of local libraries and local governmental units on the importance of local documents as an information source in order to improve access to local information and to extend the present services offered by libraries to citizens of a community. The extension of knowledge cannot take place unless there is recognition of the information needs of a community. At the local levels these needs are often basic and related to daily living concerns. The local libraries are strategically located to serve as an information source for local governmental information. For example, information on tenant rights, bicycle paths, area parks, planning documents, zoning laws, traffic regulations, minutes of school board meetings and plumbing codes should be available at a local library. Although the Project emphasized local documents as defined above, the interrelatedness of local information, including local history, was also stressed. The organization of local history materials, however, was not a part of the Project.

---

1. William C. Robinson, "Local Government Publications in Larger Tennessee Public and Academic Libraries." Tennessee Librarian 28 (Fall 1976):121-28.

2. Initially, the Project included libraries in Cook, DuPage, Kane, Lake, McHenry and Will counties. However, when IRLC expanded its areas of coverage, other counties were added to the Project's scope: Boone, Bureau, Carroll, DeKalb, Grundy, Hall, JoDaviess, Kankakee, Kendall, LaSalle, Lee, Ogle, Putnam, Stephenson, Whiteside and Winnebago.

The second major goal of the Project was to gather data and disseminate information on the location and scope of local documents collections in the Chicago metropolitan area libraries. A long-range goal was to gather information on the feasibility of a union list of local documents held by libraries in the area.

METHODOLOGY

Methods used to fulfill the objectives of the Project were varied. A list of the activities and an explanation of how they furthered the goals of the Project are described as follows:

1. Questionnaire: A questionnaire was sent to 164 public and 36 academic or special libraries in the six-county Chicago metropolitan area. It was designed to assess the extent of local government document activity in that area. This furthered the goal of gathering data.

    a. Report written on results: The data received from the completed questionnaires were analyzed and a report prepared. This report, presented orally at the March 4, 1977 workshop and later printed in the Proceedings of that workshop (Tables 1-3) served to disseminate information.

    b. System-wide evaluations: As the focus of the Project shifted to public libraries, the data was reanalyzed, and public library system evaluations and comparisons were made. Each library system director received a copy of this analysis which served to disseminate information. (Table 4)

    c. Additional polling: When new boundaries were determined by IRLC, the Project sent the questionnaire to all the public libraries in the new areas as well as repolled those libraries which had not responded to the initial request. Data gathering was the goal.

    d. Preliminary directory: The public library data from the questionnaire were compiled into a directory which listed the city, name of the library, an indication of whether the library collects local documents, and if it does, an indication of size, age, and scope of the collections. The purpose of the directory was to serve as a finding tool for local documents collections.

    e. Reporting: In an attempt to have the final version of the directory as complete as possible, all the public libraries that did not respond to the initial questionnaire were sent a letter requesting minimal information about their collections of local documents.

    f. Final Directory: The information culled from the repolling was incorporated into the earlier directory and finalized. This directory is available for distribution through the Illinois Regional Library Council. (See Appendix A for title page)

2. Workshop: This workshop was the initial large scale attempt to announce the Project, encourage participation in the Project and to raise the awareness of librarians to local documents. Brochures and registration forms for the workshop were sent out with the 200 questionnaires. The workshop was held on March 4, 1977 at the Chicago Public Library Cultural Center. Ninety-three persons attended. (See Table 5 for evaluation)

   a. Project Handouts: A Kit was prepared and given to each participant at the workshop. Included in the kit were:
      1) Starter Steps - procedures for beginning a collection.
      2) Suggested Core Collection - how to determine what materials to collect.
      3) Bibliography - articles about local documents.
      4) Evaluation Sheets - these were to be returned to the Project Office each time some progress was made by a library in its collecting of local documents. Only four were returned.
      5) Workshop Evaluation Sheets - to be filled out and left at the conclusion of the program.
      6) Consultation Request Cards - to be filled out if the librarian was interested in meeting with the project staff on an individual basis.
      7) Question Card - to list questions to be presented to the Panel.

      These handouts were the first major attempt of the Project to distribute resource materials.

   b. Proceedings: The speeches and reports on the workshop were edited and compiled into the Local Documents Workshop Proceedings. Copies were sent to all the participants, the system offices and were made available to all others who were interested through the office of the Illinois Regional Library Council.

3. Publicity: In an effort to create an awareness of the importance of local government documents and also to publicize the existence of the Project, several activities were undertaken:

   a. New Releases: News releases were issued by the Illinois State Library at the beginning of the Project. These releases briefly explained the Project and were sent to news and library media.

   b. System Newletters: Short releases were sent to the area library system offices for inclusion in their newletters.

   c. UICC Journal: An article detailing the project was written and printed in the UICC Journal of the University of Illinois at Chicago Circle.

   d. LACONI: Dorothy Rasmussen of the Advisory Committee reported at the LACONI (Library Administrators Conference of Northern Illinois) meeting at which she talked about the Project and what it would attempt to do.

e. IRLC Newsletter: This was the main source of publicizing activities of the Project. Short releases were submitted on a monthly basis throughout the duration of the Project.

4. Professional conferences: Throughout the Project, input was continually sought from many sources. Among these were:

a. John Daly: Mr. Daly was a guest speaker at the March 4th workshop at which he discussed the difference between local records and local documents. Project staff conferred with him to determine if there were any overlapping areas of concern or interest between his project and the Local Documents Project.

b. Northwest Municipal Conference: The NWMC is an intra-suburban municipal agency that planned and subsequently received a grant to undertake the formation of a suburban municipal reference library. The Local Documents Project conferred with NWMC prior to and during their undertaking.

c. Mayor's Office for Senior Citizens and Handicapped: The librarian conferred with the Project staff to discuss how area librarians could be made more aware of the services offered by that library. Materials were made available at the March 4 workshop.

d. State University documents librarians: Susan Smith attended the 1977 and 1978 meetings of these librarians to present information about the Project and to request feedback.

e. System Luncheon: On June 10, 1977 a luncheon meeting was held by the Local Documents Project to which all library system coordinators were invited. This was an extremely successful meeting as many ideas for the Project were heard. One important outgrowth of this luncheon was the planning for systemwide workshops.

f. ALA Midwinter: Susan Smith attended this conference to learn more about documents and to discuss the Local Documents Project with as many librarians as possible.

5. Advisors to the Project and Office Space:

a. Beth Hamilton: Throughout the months of the Project, Beth Hamilton, Executive Director of IRLC, was sought out for advice, information, and general assistance. Her contribution has been invaluable.

b. Janet Lyons: Mrs. Lyons served as the Illinois State Library liaison for the Project. Her guidance was very helpful.

c. Advisory Committee: This committee met on a monthly basis and approved all Project activities.

d. Office Space: The Library of the University of Illinois at Chicago Circle provided space for the Project. To William Ernst, former University Librarian, and Dr. Beverly Lynch, University Librarian, the Project extends appreciation.

6. Articles: The purpose of articles is to disseminate information and to also raise awareness of Local Documents.

   a. Documents to the People: An article entitled "Local Documents Astir in Chicago" appeared in the May 1977 issue of the newsletter of the ALA Government Documents Round Table.

   b. Illinois Municipal Review: An article entitled "Is the Citizen Asking?" was published in the May 1978 issue. This article was written to reach the municipal officials as opposed to librarians.

   c. Illinois Issues: The staff of the Local Documents Project supplied background materials for an article on the Project which appeared in May 1978. Illinois Issues is published by Sangamon State University.

   d. Soliciting of articles: Several persons were encouraged to write articles about their experiences with local government documents.

7. Consultations/Lectures: These were given by Susan Smith for the purpose of assisting the individual librarians and also to stress the importance of local documents.

   a. University of Chicago lecture: Susan Smith lectured to a class at the University of Chicago Graduate Library School (government documents taught by Frank Conoway).

   b. Telephone Consultations: Many requests for information and assistance were received at the Project office. They varied from requests for specific data to general questions about how to collect or organize local documents.

   d. In-person Consultations: Susan Smith visited the Park Ridge, Palatine, and Morton Grove Public Libraries and the Triton College Library. She offered suggestions on how to handle local government documents in those individual settings.

8. Systemwide Workshops: Susan Smith and Yuri Nakata or Barbara Ford conducted four systemwide workshops. At each of these only members of the specific systems were in attendance. Each of these workshops was geared toward the needs of the libraries in the specific system. These workshops were very well received and offered opportunities for the exchange of information and expertise among the lecturers and the participants.

At the DuPage Library System workshop, local municipal officials were also invited to attend. Two did attend and one of them, Donna Benson, City Clerk of Batavia, volunteered to begin making the materials from her office more readily available to her public library. (See Table 4 for evaluation of the workshops)

9. GODORT Workshop: Susan Smith participated in an additional workshop which was conducted by the Government Documents Round Table of the Illinois Library Association. This workshop which was held in Rockford replaced the systemwide workshop that would have been held there for the Northern Illinois Library System.

10. Manual: It became clear very early in the Project that very little is written about how to handle local government documents. At all the workshops interest was expressed in a how-to-do-it manual. In order to fill this need the Project decided to undertake this effort. Requests for a volunteer committee of librarians to assist in the creation of this work were sent to the IRLC newsletter and the library system newsletters. Three librarians responded: Terri Delke, Arlene Kaspik, and Barbara Ford. They, with Susan Smith, produced an initial draft of the manual. After much editing and advice from the Advisory Committee and the Board of Directors of IRLC, and final rewriting of a manuscript in outline form to textual form by William B. Ernst, a final draft was submitted to the American Library Association which has accepted it for publication. This manual is scheduled for publication in early 1979. (See Appendix B for title page)

11. ILA: In October of 1977, the Local Documents Project staffed an exhibit booth at the ILA Conference (Illinois Library Association) in Springfield. Materials about the Project and local government documents were distributed. All interested librarians were invited to stop and talk to the staff about the Project. Ninety-one persons did so. This activity disseminated information and focused awareness of both local documents and the Local Documents Project.

12. Reports:

    a. Quarterly Reports: At the end of each quarter a report was sent to Janet Lyons, staff liaison, Illinois State Library, outlining the activities of the Project.

    b. Reports to IRLC annual meetings: A verbal report was given at the 1977 meeting and a written report was prepared for the 1978 meeting.

    c. Final Report: The final report serves as the culminating activity of the Project. It will be submitted to the Illinois State Library and to ERIC for possible inclusion in the ERIC system.

Table 1

PUBLIC LIBRARY QUESTIONNAIRE RESULTS

QUESTION: What size is your local documents collection? A = 0 - 100 items; B = 101 - 500 items; C = 501 - 1,000 items; D = over 1,000 items.

Number of Libraries	a	b	c	d
57	x			
26		x		
4 (SLS, NILS, NSLS, DLS)			x	
4 (CLS, NSLS, NILS, SLS)				x

QUESTION: Do you collect for other areas?

Total responding: 93 yes: 44 no: 49

QUESTION: How far back do your oldest local document holdings go?

Collections beginning:

1830	1	1880	1	1930	2
1840	1	1890	3	1940	3
1850	-	1900	7	1950	10
1860	2	1910	1	1960	12
1870	2	1920	2	1970	36

Table 2

PUBLIC LIBRARY QUESTIONNAIRE RESULTS

BY SYSTEM

QUESTION: Do you acquire, maintain, and service a collection or holdings of local government documents?

	total responding	do collect	do not collect
TOTAL PUBLIC	173	101	72
BUR OAK	12	5	5
DU PAGE	23	18	5
CHICAGO	1	1	-
NORTHERN ILLINOIS	28	9	19
NORTH SUBURBAN	23	29	4
STARVED ROCK	20	4	16
SUBURBAN	53	33	20
NONE	3	2	1

Table 3

PUBLIC LIBRARY QUESTIONNAIRE RESULTS

BY COUNTY

Question: Do you acquire, maintain, and service a collection or holdings of local government documents?

	Total responding	do collect	do not collect
Boone	1	1	-
Bureau	8	2	6
Carroll	3	-	3
Cook	66	46	20
De Kalb	6	2	4
Du Page	20	15	5
Grundy	3	3	-
Jo Davies	4	1	3
Kane	10	9	1
Kendall	2	-	2
Kankakee	1	-	1
Lake	15	10	5
La Salle	8	2	6
Lee	3	1	2
McHenry	5	4	1
Ogle	2	-	2
Putnam	1	-	1
Stephenson	2	-	2
Whiteside	1	-	1
Will	9	4	5
Winnebago	3	1	2

Table 4

WORKSHOP EVALUATIONS

Total evaluations = 125 (5 workshops) Total attended - 200 people

Total system evaluations = 95 (4 workshops) Total attended - 107 people

COMMENTS	BUR OAK[1]	DU PAGE[2]	SUBURBAN[3]	SO. SUBURBAN[4]	TOTAL SYSTEMS[5]
Informative	17	21	21	29	88
Interesting	17	17	18	27	79
Too general		1	1		1
Too specific					
Helpful	14	17	17	30	78
Worthwhile	13	19	16	24	72
Could have been better					
A waste of time					
WOULD HAVE LIKED:					
More examples	1	5	7	9	22
Less examples					
More audience participation	2	1	1	4	8
Less audience participation					
More individualized problem discussion	4	5	5	12	26
Less individualized problem discussion			1		1

1) 19 attended - 17 replies
2) 24 attended - 22 replies
3) 28 attended - 24 replies
4) 36 attended - 32 replies
5) 107 attended 95 replies

Table 5

WORKSHOP EVALUATION

MARCH 4, 1977

Attended - 93	Replies - 30
Comment	
Both interesting and relevant to current situations in my library	21
Relevant but not interesting	2
Interesting but not relevant	5
Of little or no value to me	1
The following were valuable to me:	
Speeches	20
Report on questionnaire	10
Small group discussion	15
Question-answer session	17

EVALUATION OF THE PROJECT

The impact of a short-term project such as the Local Documents Project is difficult to assess in the time span given the project. However, an evaluation must take place and an evaluation process was undertaken.

The primary objective of the Project was to promote an awareness among librarians of local documents as an information resource. It was this objective which was evaluated through use of a questionnaire (see Appendix C). The evaluation attempted to measure extent of interaction and any tangible evidence of impact of the Project on libraries. This section records the results of this evaluation.

Participation

A total of 101 questionnaires were mailed to public libraries listed in the Directory of Local Government Documents Collections in Public Libraries which indicated having a local documents collection. Forty-five replies were received representing a 44% return rate.

Relationship of respondents to Local Documents Project

In order to establish respondents' knowledge of the Project, questions were designed to elicit this information. Eleven libraries indicated no direct involvement with the Project, leaving 33 libraries actually involved. More than one-half of these libraries learned about the project by reading about it in the IRLC Newsletter, Multitype Library Cooperative News. About one-half of the libraries were involved with the Project by attending the various workshops sponsored by the Project.

Degree of satisfaction of respondents of interaction with Local Documents Project

a. very successful 38%
b. somewhat successful 31%
c. not successful 1 response
d. not directly involved 29%

Respondents' activities

To discover what kinds of activities were undertaken, several questions were asked:

	No. of respondents
a. Gathered information about the Project	6
b. Learned what other libraries are doing	18
c. Acquired information about how to collect, maintain, and service	20
d. Became interested in starting or expanding your own documents collection	19
e. Took some action related to local documents	17

The above statistics indicate that more than half of the libraries acquired information about how to collect, maintain and service local documents. Significant is that 60% of the libraries responding became interested in starting or expanding a local documents collection.

Some of the comments of those who responded to e. above were:

Improved vertical file, card catalog, entered more cross references, made title cards, better organization generally.

Began a collection of local documents.

Publicized availability of local documents.

Increased the number of items collected from village groups.

Contacted Mayors in district and now receive minutes of Council meeetings and have city and village codes in reference.

Got school districts to put me on mailing list.

Publicized what documents we had and gave copies to local village hall for handouts there.

Developed objectives of the collection and provided help in how to do it better.

Contacted local government agencies for standing order of publications.

Reaffirmed policy to collect, organize, maintain, expand and publicize the collection.

Follow-up to make sure we are getting everything needed and available.

Direct impact of the Project

Question 5, "If you collect local documents, has your collection grown in size in the last eighteen months?" was included to measure the direct impact of Project activities on collections of local documents. Twenty-two libraries answered "yes" to this question.

Question 6 attempted to measure growth stimulated by the work of the Local Documents Project. Over one-half, or 18 libraries, responded "yes" indicating that growth of the collection was affected by the work of the Project.

Other comments about the Project

Comments about the Project were very positive, such as:

Continue workshops or other aids for better, more useful documents collections.

Project provided incentive to begin local documents collection and also provided opportunity through workshops to acquaint local officials with rationale for the library's reason to begin such collection.

It was a good beginning - fear all will fall apart after the end of the project. Local documents collections need constant attention.

Excellent - need to continue to remind librarians of the need for local documents and perhaps have annual or biennial workshops to instruct staff.

For future projects, a final question dealt with the kinds of tools not now available which would be useful in maintaining a local documents collection. The responses generated were several who wanted the manual on local documents. Others were:

County checklists of documents available and recommended for acquisition.

A checklist showing dates when important state and county documents are published and where obtainable.

A workshop that would present in very practical ways how to organize, maintain and develop a local documents collection with special emphasis on developing it and informing patrons of its existence.

Information on preservation and storage of archival materials.

How to index your local papers going back to 1900.

Summary

Worksnops and the newsletter were the primary means of attracting interest in the Local Documents Project. Of the libraries responding, 18 were directly influenced by the Local Documents Project. They became aware of the Project and initiated local documents collections. Two additional libraries indicated their hope to establish collections in the future. The evaluation produced positive evidence that the primary objective of the Project was met.

As a special project of the Illinois Regional Library Council, the Local Documents Project was also evaluated by the member libraries in the overall evaluation of Council activities. For the record, following is an excerpt from the final draft of the evaluation report:[3]

> The Local Documents Project is the only special project of the Council which has been separately administered by a Project Director in a member library. It is an eighteen-month project, beginning in November 1976 and supported with LSCA Title I funds. Its purpose is the promotion of gathering, organizing, and servicing of local documents collections among Council area libraries. Two of the important products of the project will be the Local Documents Manual and the directory of local documents collections.
>
> The Local Documents Project ranked 15th out of a possible 20, in number of respondent users. This is expected because it is limited in the number of libraries which have reason to become involved. Eighty-eight percent of the respondents who used the project (by participating in a workshop or in the directory or by receiving advice on establishing and organizing a collection) found the project highly or moderately satisfying and only twelve percent gave it a low satisfaction ranking. Even those respondents who have not used the project recognized its importance, with sixty-one percent finding it to be highly important and only eleven percent slightly or not at all important.

---

3. Illinois Regional Library Council. Planning Committee. An Evaluation of the Illinois Regional Library Council, Its Program and Services, by its Members and Participants. Chicago: Illinois Regional Library Council. 1978, p. 17.

CONCLUSION AND DISCUSSION

The Advisory Committee and the Project staff are of the opinion that the Local Documents Project successfully fulfilled the objectives of the Project. Furthermore, a concentrated program of this dimension would not have been possible without a funded project.

Although the Council, a multi-type coordinating group, embraces all types of libraries, the need for local documents collections was clearly public-library oriented. The premise of the Project was that local libraries should collect the documents of their immediate areas. Because of the existing network of library systems in the State of Illinois, the Project worked within the framework of the systems.

Workshops

The workshops conducted by the Project proved to be extremely beneficial. Over 400 persons were reached directly either at a workshop or on a person-to-person basis. On the basis of the evaluation, the majority of librarians who attended the workshops found them to be worthwhile and productive. Much of the direction of the Project came from ideas and needs expressed at the workshops.

The diverse professional levels of the participants made it necessary to offer a variety of information within each workshop. The staff attempted to fit the materials prepared to the specific needs of each audience. It was found that the systemwide workshops which focused on local documents only were more successful than either the March 4 workshop which addressed a multi-type library audience or the ILA GODORT workshop which discussed local documents together with federal and state documents. The multi-type workshop necessitated covering broad, general information such that few came away with specific assistance for their needs. The combination workshop sponsored by GODORT was also less effective since the emphasis was to present examples of materials. The Project workshops, on the other hand, emphasized suggestions and assistance in collecting, organizing and servicing local documents collections.

Advisory Committee

The Advisory Committee for the Local Documents Project was the strong guiding force behind the Project. Each and every activity was approved and improved by the committee.

Extension of the Project

It became obvious in the early months of the Project that there was not enough time to accomplish all that could be accomplished by the Project, particularly by a part-time Project Investigator, the major paid staff person. Therefore, a proposal to extend the Project was submitted to the Board of Directors of IRLC in September 1977. There was also the fact that the Project, which was slated to begin early in the fall of 1977 did not actually begin until November 15 because of funding schedules. The Board of IRLC approved extending the Project one and one-half months to fulfill the original 18-month duration. Through realignment of funds, the Project Investigator was also authorized to work full time beginning September 1977.

Union list

One of the long-range goals of the Project was to produce a union list of local government documents. For several reasons this goal was not a realistic one. For one thing, the library systems through which a union list could be developed does not yet have on-line capability to a bibliographic data base. Also, there was not adequate time in the Project to develop a union list. Therefore, the new proposal outlined the undertaking of a feasibility study to determine whether or not a union list would be feasible. This study was envisioned as follows: The Project would secure copies of the main entry cards for local documents collections from one representative library in each of the library systems. These cards would then be recataloged in a standard format acceptable to OCLC, a bibliographic data base. On completion of this work, a sample union list would exist, with standard cataloging entries. It would then be possible to project whether a union list would be feasible.

As the cards were collected and as the Project Investigator interacted with librarians in the field, it became apparent that a union list was low priority for librarians who worked with local documents. Their immediate interest was for something tangible to assist them in their cataloging and classification of local documents.

The feasibility study was, therefore, dropped but it was decided that a chapter on how to catalog and classify local documents would be added to the manual. In the meantime, the Chicago Municipal Reference Library, with an excellent and large collection of local documents, has installed an OCLC terminal and is adding local documents of the Chicago area to the data base. Other libraries, like the Chicago Transit Authority, is also adding titles to the OCLC data base. A union list of the kind envisioned for the Project may indeed be under way.

Accomplishments

The manual is the long-range accomplishment of the Project. It was envisioned that this manual would be written for use nationally and not only for librarians in the State of Illinois.

The foremost short-term accomplishment of the Project was the personal consultations with area librarians. These in-person visits by the Project Investigator proved to be the most direct and effective means of accomplishing the goals of the Project.

Shortcomings

Of the short-comings of the Project there were two: Publicity for the Project was not fully achieved as might have been possible. The writing of articles requires much time and creativity. In an effort to focus on other areas of the Project, the staff sought to encourage others to write articles. Except for the articles in Illinois Issues and Illinois Municipal Review, both in May 1978 issues, no major articles on the Project were written. However, the final report, which will serve as a lasting record of Project activities, will be submitted to the ERIC system. The manual and the directory will also serve as visible products of the Project.

The second area in which the Project did not fully meet the objective projected was in promoting governmental units to publish and distribute government publications. The Project staff attempted to urge the local areas to get involved with their governmental units. With more time and staff, the Project could have worked with established groups such as the League of Women Voters.

RECOMMENDATIONS

1. The Project served as a demonstration project. It was successful in the limited area. To test the effectiveness of a project of this nature, a similar project should be undertaken in another geographic area.

2. The Council area library systems are in a strategic position to continue the momentum of the Project. It is recommended that they continue to offer assistance in collecting local government documents to their member libraries.

3. Follow-up workshops should be held on the system levels. The workshops might address the problems encountered by librarians who have now moved beyond the initial stages of collecting local documents.

4. Two further projects could be undertaken: one to address the more academic and advanced issues of local government document collections; and the other to focus on the collecting of local history. There was great interest in the latter. These are two areas that were touched upon by the Project but only in a superficial way.

RESULTS

All of the activities of the Project created general awareness among Chicago area librarians of the value and importance of local government publications. Many libraries became interested enough to initate collections where none existed. Even more were encouraged to expand or reorganize their existing collections.

(Title page)

Appendix A

DIRECTORY OF LOCAL GOVERNMENT DOCUMENTS COLLECTIONS IN PUBLIC LIBRARIES: BUR OAK, CHICAGO, DUPAGE, NORTH SUBURBAN, NORTHERN ILLINOIS, STARVED ROCK, AND SUBURBAN LIBRARY SYSTEMS

Compiled by
Susan Smith, Project Investigator
Local Documents Project

The Local Documents Project was made possible by a Library Services and Construction Act Title I grant administered by the Illinois State Library

Illinois Regional Library Council
425 North Michigan Avenue
Chicago, Il, 60611
June 1978

(title page) Appendix B

ORGANIZING A LOCAL DOCUMENTS COLLECTION

Compiled by

Yuri Nakata
Susan J. Smith and
William B. Ernst, Jr.

Local Documents Project

The Local Documents Project was funded by an LSCA, Title I. Grant administered by the Illinois State Library and carried out by the Illinois Regional Library Council.

American Library Association
1979

Appendix C

Illinois Regional Library Council
Chicago, IL 60611

THE LOCAL DOCUMENTS PROJECT EVALUATION

The Local Documents Project, sponsored at the Illinois Regional Library Council, ended May 15, 1978. The eighteen-month federally-funded project has focused attention on local government documents collections in Chicago area libraries. Forthcoming from the Project will be three products: (1) a final report of the Project, covering its accomplishments; (2) a directory of local government documents collections in Chicago area public libraries; and (3) a manual covering the acquisition, organization, servicing, publicity, and cataloging and classification of local government documents collections.

Would you please take a few minutes to complete this questionnaire so that the investigators can include your reactions to the accomplishments and success of the Project in its final report? Please return the questionnaire within two weeks to the Illinois Regional Library Council, 425 North Michigan Avenue, Suite 1303, Chicago, IL 60611. Your cooperation is certainly appreciated.

1. In which of any of the following ways have you been involved with the Local Documents Project:

[ ] a. Attended the March 4, 1977 workshop.

[ ] b. Attended one of the system-wide workshops.

[ ] c. Responded to the February 1977 questionnaire or one of the requests for follow-up.

[ ] d. Stopped by the exhibit at the Illinois Library Association Conference in October 1977.

[ ] e. Read about the Project in the *Multitype Library Cooperative News.*

[ ] f. Served on a committee, the Council Board, or Project staff.

[ ] g. Read the Proceedings of the March 1977 workshop.

[ ] h. Other:

2. In general, how would you rate your interaction with the Local Documents Project?

[ ] a. very successful

[ ] b. somewhat successful

[ ] c. not successful

[ ] d. not directly involved

3. Check any of the following statements that apply to your relationship with the Project:

[ ] a. Gathered information about the Project itself.

[ ] b. Learned what other libraries are doing with their local documents collections.

[ ] c. Acquired information about how to collect, maintain, and service your own local documents collection.

[ ] d. Became interested in starting or expanding your own local documents collection.

[ ] e. Took some action related to local documents. If so, what action did you take?

_____

_____

Illinois Regional Library Council
Chicago, IL 60611

THE LOCAL DOCUMENTS PROJECT EVALUATION

(Continued)

4. Do you collect local documents in your library? [ ] yes; [ ] no.

5. If you collect local documents, has your collection grown in size in the last eighteen months?

6. If the answer to Question 5 is "yes," has any of the growth been stimulated by the work of the Local Documents Project? [ ] yes; [ ] no.

7. Please add other comments you may have about the Project.

_____

_____

_____

8. Please identify the kinds of tools not now available which would be useful to you in maintaining a local documents collection: _____

_____

6/15/78

ILLINOIS REGIONAL LIBRARY COUNCIL

GOVERNMENT DOCUMENTS PROJECT FUND

STATEMENT OF REVENUE AND EXPENDITURES

OCTOBER 1, 1976 - OCTOBER 31, 1978

	Budgeted	Actual
REVENUE:		
L.S.C.A. Grant	$24,867.00	$24,867.00
EXPENDITURES:		
Wages	$18,645.00	$21,483.72
Supplies	360.00	200.06
Telephone	900.00	350.00
Postage	1,800.00	316.44
Rental of typewriter	450.00	450.00
Contractual services	450.00	966.71
Travel	1,350.00	623.88
Training programs	500.00	476.19
Contingency	412.00	-
Total Expenditures	$24,867.00	$24,867.00
EXCESS REVENUE OVER EXPENDITURES		$ -